

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/03/25



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- Recognition:** Students Staff Parents
- Information:** Building Report Old Business Superintendent's Report
- Action:** Resignations Hiring Contract Service Agreements
- Travel Out-of-State Travel In State Approvals
- Termination Legal Matters Other:
- This action request pertains to Elementary (only) High School/District Wide
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Date: 8/21/25

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: Out of State Travel: Gear Up West Conference 2025 Portland, OR October 25-29

Description:

The GEAR UP West Conference is a premier event for college access and success practitioners, bringing together professionals primarily from the Western United States. This collaborative regional conference provides a platform to share effective practices, innovative strategies, and fresh perspectives for supporting postsecondary education attainment and workforce readiness among low-income and historically underrepresented students.

Financial Impact: \$490.40

Funding Source (Budget/grant, etc.): 226.60.150.1000.550

Attachment(s): Agenda

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name Kristy CalfRobe
Building High School

Employee #14575
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/27-10/29</u>	_____	<u>School Related</u>
_____	_____	_____

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee Not Approved

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Agenda, Name, Location TRAVEL REQUEST. (If receiving payment for EX/SR leave please fill out entire form completely) Conference/Workshop Gear Up West Conference 2025 (Attach Brochure/Agenda)**

Location Portland, OR

Departure Date 10/25/25

Return Date 10/2/25

Departure Time 2:00 pm

Return Time 10:00 am

Transportation: Personal Vehicle

Mileage 202 @ \$0.70=\$141.40

District Vehicle

Per Diem 3OS\$105+1ID\$20+1IB\$14 =\$349.00

Professional Development

Registration PO# _____ =\$

Hotel PO# _____ =\$

Other PO# _____ =\$

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage **Sub Total \$490.40**

Budget 226.60.150.1000.550 (100%)=\$490.40

Check Total \$490.40

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

2025 GEAR UP West Agenda-at-a-Glance



Sunday, October 26

**12:00 PM - 5:00 PM: Registration Opens 1:00 PM -
4:00 PM: Preconference Sessions
5:00 PM - 7:30 PM: Welcome Dinner and Presentation**

Monday, October 27

**7:00 AM: Registration Desk and Exhibitor Booths Open 7:30
AM - 8:45 AM: Keynote Breakfast
9:00 AM - 10:15 AM: Breakout Sessions 10:15 AM
- 10:30 AM: Break
10:30 AM - 11:45 AM: Breakout Sessions 12:00 PM
- 1:30 PM: Keynote Luncheon 1:45 PM - 3:00 PM:
Breakout Sessions 3:00 PM - 3:15 PM: Break
3:15 PM - 4:30 PM: Breakout Sessions 7:00 PM -
9:00 PM: Conference Social**

Tuesday, October 28

**7:00 AM: Registration Desk and Exhibitor Booths Open 7:30
AM - 8:45 AM: Keynote Breakfast
9:00 AM - 10:15 AM: Breakout Sessions 10:30 AM -
11:45 AM: Breakout Sessions
12:00 PM - 1:30 PM: Lunch and GEAR UP West Professional of the Year Presentation**

**Application for
Professional Development Opportunity
Browning Public Schools
2025-2026**

The goal of staff development is to improve achievement for Browning School students. Ideally, staff development should be sustained, intensive, of high quality, and involve as many staff and ultimately children as possible. Therefore, all staff members requesting professional development assistance are required to provide the following information:

Name: Kristy CalfRobe

Job Title: Gear Up Coordinator

Describe the type of professional development you are requesting. Include subject, area concentration, dates and follow-up activities.

I am requesting professional development focused on college and career readiness strategies for rural Indigenous students, emphasizing culturally responsive teaching and engagement. The training will concentrate on integrating Native student success practices into GEAR UP programming, with sessions scheduled throughout the 2025 school year. Follow-up activities will include implementing classroom-based projects, mentoring initiatives, and collaboration with tribal colleges to strengthen postsecondary pathways for Browning students.

Describe how this professional development activity will “improve (your) knowledge and skills, classroom instruction and student achievement.”

This professional development will enhance my knowledge and skills in culturally responsive instruction and strategies that motivate and support Indigenous students from rural communities. By applying these practices in the classroom, I will create more inclusive and engaging learning experiences that connect academic goals to students’ cultural values and future aspirations. As a result, student achievement will improve through increased participation, confidence, and preparation for college and career success.

Describe how this professional development activity is tied to the goals of the District’s Consolidated Plan/Strategic Plan or your building’s School-wide Plan.

This professional development supports the District’s Strategic Plan by promoting equity, cultural relevance, and academic excellence for all students. It aligns with goals to increase college and career readiness, especially for Indigenous and rural learners who face unique educational barriers. By integrating these strategies into daily instruction, the training directly contributes to improving graduation rates and postsecondary success outlined in the School-wide Plan.

If the request requires out of district training, outline your plan to share what you have learned with other staff members and include a timeline.

I will share the knowledge and resources gained through a presentation within two weeks of returning. I will also develop a short workshop and provide materials during a scheduled staff meeting to ensure consistent implementation across classrooms. Ongoing collaboration and follow-up discussions will take place throughout the semester to support staff in applying these strategies effectively.

If this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses. In State travel requests are due 2-weeks in advance. Out of State requests are due 30-days in advance. All travel must be approved by the Principal/Director and/or Supervisor. In State Travel must be approved by the board if 24 hours or overnight for administrators; both must be approved by the board if out of state

Signature

10/03/25
Date